



APPLICATION FOR ADVANCED PAYMENT ACCOUNT

ACCOUNTING # _____
DSD ACCT #P0 _____

I consent to allow the City of Tucson Development Services Department to withdraw permit and permit-related fees from my Advance Payment Account. I understand that there is a service charge for each transaction.

I will be making application by: () mail () phone () in person

I understand that the City of Tucson Development Services Department is not responsible for unauthorized uses of my account.

Signed _____ Printed Name _____

Date _____ Company Name _____

Mailing Address _____

City _____ AZ Zip _____ Telephone Number _____

License # _____ Class _____ City License # _____

PERSONS AUTHORIZED TO USE THIS ACCOUNT (PLEASE PRINT):

_____	_____
_____	_____
_____	_____

ANY CHANGES TO AUTHORIZED USERS MUST BE SUBMITTED IN WRITING. CHANGES NOT SUBMITTED IN WRITING WILL NOT BE PERMITTED.

For permits call 791-4536. To request inspections call 740-6970.

Accounts remaining inactive for six months will be closed. Accounts with Insufficient Funds will be closed. To access your account online, go to the Development Services website listed below. Monthly statements will not be mailed, unless request is made at 791-5550, extension 1171.

APA Account Directions

You will need to provide your current APA account number when requesting permits or information on your account. Please do not use any of the older four-digit numbers without the letter “P”, such as “9455”.

When you call to request a permit, speak slowly and clearly. Please make sure you have the following information before you leave your message. Failure to leave accurate information may result in a delay in issuing your permit.

- A. The name of your company
- B. Your name
- C. A telephone number we can call to tell you your activity number.
- D. Your APA account number, which will begin with the letter “P” and be followed by three or four digits
- E. The complete address you are requesting a permit for, including any applicable space numbers
- F. Detailed information as to the type of work to be done. Please state details such as:
 - amperage of electrical service upgrades or installations
 - number of BTU’s for furnaces
 - amount of HP for air conditioners
 - number of outlets for gas lines.

In order to fully appreciate the convenience of the Advanced Payment Account System; please keep in mind the following:

- Messages are removed from the APA line and the fax machine by 2:00 p.m. daily. If you call or fax before 2:00 p.m., your permit requests will be processed by 3:00 p.m. If you call or fax after 2:00 p.m., your permit requests will be processed with the following workday’s calls. You will be contacted at the return number you provided with permit numbers by 3:15 p.m. on the day the permits are processed. For example, if you call or fax a permit request at 2:15 p.m. on Tuesday, you will receive a call back before 3:15 p.m. on Wednesday. Please keep in mind that the staff members that process these requests are also assisting walk-in customers. As a result, your call from Tuesday may not be processed until Wednesday. You should still have ample time to call in necessary inspection requests before the 3:30 p.m. cutoff time. If you are called back after 3:30 p.m., you will be asked if an inspection is requested for the following day. If so, a request will be handwritten for you. The only exception to this rule is if you have requested more than 10 permits at a time, either by phone or fax. If staff is available, every attempt will be made to issue the permits that day. If this is not possible, staff will telephone your office at the phone number provided, and advise you when the permits will be completed.
- Please keep track of your account balance. It is the responsibility of the account holder to ensure there are sufficient funds available to process requested transactions. If there are insufficient funds to process a permit, it will not be processed. Attempts will be made to contact you at the return number you provided to relay this information.
- The address you are requesting a permit for must be in our computer system. If it is not, we will call the return number and give you instructions on how to address this problem. Your permit will not be issued until this office receives confirmation that it has been entered into our system.
- If you would like to send your permit requests by fax instead of by telephone, please use only the form we provide (a copy is attached), and be aware the same deadlines will apply as in telephone requests. The fax telephone number to use is (520) 791-4475.
- Accounts with no activity (either a permit purchase or a deposit) for six months or more may be closed and a check may be mailed for the amount of the balance in the account to the account address on file. In order to reopen the account after receipt of the check, you must complete a new application

form and mail or bring the original with a check to our office at 201 N. Stone Avenue. The forms are available on our website.

http://www.ci.tucson.az.us/dsd/Forms__Record__Maps/Applications/applications.html

Please remember the APA telephone and fax service is for simple permits, not for permits that require review or detailed work. Those permits must be purchased in person at the Development Services Department at 201 N. Stone Avenue.

If you have any questions about this letter, feel free to contact Diane Herron at (520) 791-5550, or email her at dherron1@ci.tucson.az.us.

Important telephone numbers to remember:

To request a permit	(520) 791-4536
To request an inspection	(520) 740-6970
To get information on your APA account	(520) 791-5550 or use this link http://www.ci.tucson.az.us/webapp/DevSvcsWebApp/Apa (balance, transactions, etc.)
To fax permit requests	791-4475

CITY OF TUCSON APA PERMIT REQUEST

PLEASE COMPLETE ALL BLANKS; WRITE NEATLY; DO NOT ABBREVIATE. FAX TO 791-4475.

Date of Request	_____	Company Name	_____
Authorized by	_____	Telephone Number	_____
APA Acct Number	_____	Project Address	_____
Activity Number	_____		

_____ Split System?	Replace?	_____ Install?	_____
_____ Gas Pack?	Replace?	_____ Install?	_____
_____ Heat Pump?	Replace?	_____ Install?	_____
_____ A/C Install	No. Units	_____ No. HP	_____
_____ A/C Replace	No. Units	_____ No. HP	_____
_____ Furnace Install	No. Units	_____ No. BTU	_____
_____ Furnace Replace	No. Units	_____ No. BTU	_____
_____ Evaporative Cooler	No. Units	_____ No. CFM	_____
_____ Water Softener	No. Units	_____ Replace or Install	_____
_____ Water Heater	No. Units	_____ Replace or Install	_____

_____ Reverse Osmosis (Only if not connected to faucet) No. Units _____

_____ Electrical Upgrade From (AMPS) _____ To (Amps) _____

_____ Electrical Reconnect

_____ Overhead to Underground? _____ Underground to Overhead? _____

_____ Relocate electrical meters No. Meters _____

_____ Add circuits No. Circuits _____

_____ Relocate gas meters No. Meters _____

_____ Replace Gas Line No. Outlets _____

_____ Install Gas Line No. Outlets _____

_____ Gas Reconnect No. Outlets _____

_____ Replace Water Line